

## QA Responsibility Matrix

Functional Area	Brief Description	Associated QA Procedures <sup>1</sup>	QA Contact/Backup	E-mail ID and Phone Numbers <sup>2</sup>
Lab/field experimentation & data collection	Planning and conduct of lab and field data collection efforts	NPs 12-1, 13-1, 20-1, 20-2; SPs 9-2, 9-3, 13-1, 13-2 & 13-3	Steve Davis Kathleen Byle	sdavis, 234-0056 kabyle, 234-0003
Analyses and Performance Assessment	Planning and conduct of model development, software development, PA analyses, and parameter control	NPs 9-1, 9-2, 19-1; SPs 9-5, 9-6	Mario Chavez Kathleen Byle	mjchave, 234-0188 kabyle, 234-0003
Design	Engineering design and analysis activities (e.g., seals engineering)	NP 3-1, SP 5-1, TOP 570	Kathleen Byle Steve Davis	kabyle, 234-0003 sdavis, 234-0056
QA Program Policy and Structure	General QA Program concepts and direction, plus implementing procedure development	NPs 1-1, 5-1 SP 1-1	Kathleen Byle Steve Davis	kabyle, 234-0003 sdavis, 234-0056
Qualification and Training	Annual refresher training, specific procedure training, and certifying the qualifications of new personnel	NP 2-1	Steve Davis Kathleen Byle Marilyn Lewis (TC)	sdavis, 234-0056 kabyle, 234-0003 mjlewis, 234-0059
Assessments	Audits and surveillances	NP 18-1	Steve Davis Kathleen Byle	sdavis, 234-0056 kabyle, 234-0003
Procurement QA	Support concerning preparation and processing of procurement documents	NP 4-1	Steve Davis Kathleen Byle	sdavis, 234-0056 kabyle, 234-0003
Records	Submitting, processing, storing, and retrieving records, including electronic records	NP 17-1, SP 17-1	Amy Rein Grace Sosa	abethel, 234-0109 gasosa, 234-0011
Conditions adverse to quality	Identifying, documenting, investigating, correcting, and tracking conditions which may reduce the quality of our work	NP 16-1	Steve Davis Angela Guerin (QATSC)	sdavis, 234-0056 amgueri, 234-0002
Document Control	All actions to ensure that correct, current versions of work-controlling documents are available for use	NP 6-2	Angela Guerin	amgueri, 234-0002
Report Production	Producing technical reports, deliverables, papers, presentations, and websites	NP 6-1, SP 6-1	Amy Rein Grace Sosa	abethel, 234-0109 gasosa, 234-0011
SNL QA Procedures Matrix	Ensuring compliance of procedure matrix with CBFO QAPD and other upper-tier requirements	All	Steve Davis	sdavis, 234-0056
Glossary	Ensuring consistency of Glossary with NPs	All	Angela Guerin Steve Davis	amgueri, 234-0002 sdavis, 234-0056

<sup>1</sup> The website for these procedures is <http://www.nwmp.sandia.gov/onlinedocuments>.

<sup>2</sup> All e-mail IDs are followed by "@sandia.gov". The area code for phone numbers is 505.

**Note:** Matrix Coordinator: Steve Davis  
 Assessment Task Leader: Steve Davis  
 SCM Coordinator: Jennifer Long  
 Quality Assurance Tracking System Coordinator: Angela Guerin  
 Training Coordinator: Marilyn Lewis